

**07/06/2017**

## Tulsa Area Workforce Development Board Youth Committee Minutes

8:31 a.m.

*In the absence of Joyce McClellan, Youth Committee Chair, the Workforce Tulsa Executive Director, Shelley Cadamy, called the meeting to order.*

### ATTENDEES

**Attending Youth Council Members:** *Stephanie Cameron, Susan Hartzler, Melinda Lucas, Richard Palazzo, Kuma Roberts, Amy Spencer*

**Absent Members:** *Margaret Coates, William (Scott) Ferris, Josh George, Joyce McClellan, Theresa Radford, Robbie Wheet, Geoffrey Wilbur*

**Board Staff:** *Cherie Stierwalt, Shelley Cadamy, Julie Sorrels*

**Guests:** *Kyle Smith, Amber Knaack, Jeffrey Smith*

Item	Description / Discussion	Action				
1.	<p><b><u>Introductions</u></b> took place. Richard Palazzo of Tulsa Technology Center, reported:</p> <ul style="list-style-type: none"> <li>• Five success centers are open year-round</li> <li>• Career Academies – Aerospace Academy (Riverside Campus) &amp; Career Academy (Limley Campus):               <ul style="list-style-type: none"> <li>○ Run in conjunction with the regular academic school year,</li> <li>○ Facilitate students earning credit both in                   <ul style="list-style-type: none"> <li>▪ Half a day high school course work and</li> <li>▪ Half a day career technology course work,</li> </ul> </li> <li>○ Now serve all Tulsa County schools, and</li> <li>○ Will have waiting lists by the end of August.</li> <li>○ Additional services available to students of the academies:                   <ul style="list-style-type: none"> <li>▪ Counseling</li> <li>▪ Case management</li> <li>▪ Career development</li> <li>▪ Career exploration</li> <li>▪ Function as an additional alternative education site for Tulsa Public Schools</li> </ul> </li> </ul> </li> </ul>	<b><u>No Action Necessary</u></b>				
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**Presentation:** 5 Minute Member Spotlight Selection.

Action Steps	Accountability
2. Create November Meeting Agenda Presentation Item, 5 Minute Member Spotlight: Melinda Lucas with Department of Rehabilitation Services has agreed to do the next 5 Minute Member Spotlight.	Julie Sorrels
3. Create September Meeting Agenda Presentation Item: Tulsa Chamber's Regional Workforce Assessment Results	Julie Sorrels (Kuma Roberts & Shelley Cadamy will present.)

**No Action Necessary**

**Presentation:** New Service Provider information was presented by the Workforce Tulsa Workforce Innovation and Opportunity Act (WIOA) Program Manager, Amber Knaack, who reported:

- 8 new staff members
- Amber Knaack is managing Adult and Youth Career Navigators
- New process/service delivery model
- Shifting from the Summer Youth Employment Program model to a cohort model throughout the Program Year on a quarterly basis

**No Action Necessary**

**Reviewed & Approved** the 05/04/17 Youth Committee Meeting Minutes.

**Motion to Approve:** Melinda Lucas  
**Second:** Kuma Roberts  
**Vote:** Approved by Unanimous Vote

**Discussion** regarding Early Warning System- was facilitated by Shelley Cadamy. Looking to fill the vacancy on the Committee left by Rue Ramsey to be filled by a Tulsa Public School representative. The Board staff will tackle this project and update the Committee along the way. Susan Hartzler drafted a pamphlet/brochure that could be specific to other school districts/partner programs that could be handed to students by their school counselors when a student is in the process of dropping out of school. With the new service provider, the Introduction to Services will be replaced by an online tour of services.

**No Action Necessary**

	<b>Action Steps</b>	<b>Accountability</b>	
	4. Tackle this project at the school counselor level in order to get them to work with Workforce Tulsa.	Cherie Stierwalt	
	5. Work at the administrative level to help Tulsa Public Schools understand how Workforce Tulsa can be a strategic partner.	Shelley Cadamy	
	6. Talk with Geoffrey Wilbur for a sub-committee update.	Cherie Stierwalt	
	7. Send the online tour of services module to the Committee.	Shelley Cadamy	
	8. Share up-to-date high school counselor listing with Board Staff.	Richard Palazzo	
	9. Work to get Workforce Tulsa on the agenda for the annual get together with all Tulsa County high school counselors which will take place in September or October.	Richard Palazzo	
6.	<b><u>Client Success Story</u></b> presented by Amber Knaack highlighting Mia Scott.		<b><u>No Action Necessary</u></b>
7.	<b><u>Youth Outreach and Activities Update</u></b> was presented by Amber Knaack.		<b><u>No Action Necessary</u></b>
8.	<b><u>One-Stop Operator Report</u></b> for May, Program Year 2016 Metrics were included in the meeting packet.		<b><u>No Action Necessary</u></b>

9.	<p><b>Chair Update:</b> In the absence of Chair, Joyce McClellan, Workforce Tulsa Executive Director, Shelley Cadamy, reported that SalesForce, a database/client management relationship tool, at the Board Staff level.</p> <table border="1" data-bbox="228 239 1011 489"> <thead> <tr> <th data-bbox="228 239 688 289">Action Steps</th> <th data-bbox="688 239 1011 289">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 289 688 489">10. Email Cherie Stierwalt what data this Committee would like to have captured utilizing SalesForce and reported to this Committee.</td> <td data-bbox="688 289 1011 489">Committee Members</td> </tr> </tbody> </table>	Action Steps	Accountability	10. Email Cherie Stierwalt what data this Committee would like to have captured utilizing SalesForce and reported to this Committee.	Committee Members	<b><u>No Action Necessary</u></b>
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10.	<p><b>Manager of Youth Strategy Report</b> was presented by the Workforce Tulsa Manager of Youth Strategies, Cherie Steirwalt. She presented data that she has been gathering in an effort to develop a definitive outreach program.</p>	<b><u>No Action Necessary</u></b>				
11.	<p><b>New Business:</b> Cherie Steirwalt asked the Committee members to explore the strengths &amp; weaknesses of the Youth program in an effort to focus on strategy development. Richard Palazzo suggests a student re-engagement center.</p> <table border="1" data-bbox="228 951 1011 1241"> <thead> <tr> <th data-bbox="228 951 688 1001">Action Steps</th> <th data-bbox="688 951 1011 1001">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 1001 688 1241">11. Skip 5 minute member spotlight and Client Success Story on the next meeting agenda in order to allow time for agenda item, Strategy Development Exercise.</td> <td data-bbox="688 1001 1011 1241">Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	11. Skip 5 minute member spotlight and Client Success Story on the next meeting agenda in order to allow time for agenda item, Strategy Development Exercise.	Julie Sorrels	<b><u>No Action Necessary</u></b>
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12.	<p><b>Old Business:</b> None</p>	<b><u>No Action Necessary</u></b>				

13.	<p><b>Discussion:</b> Round Table Review took place.</p> <ul style="list-style-type: none"> <li>Kuma Roberts reported that the Tulsa Regional Chamber just released the Workforce Assessment. Follow up conversations need to be more inclusive. Co-hosting recruiter roundtable opportunities have been seized, and more may come available.</li> </ul> <table border="1" data-bbox="235 283 1023 457"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>12. Send the draft of the Workforce Assessment Report to the Committee members.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Richard Palazzo reported that Tulsa Technology Center is putting on an Industry Fair in October at the Riverside Campus, and they are expecting 1,500 students to attend.</li> <li>Melinda Lucas reported that Oklahoma Department of Rehabilitation Services currently has 3 students who are actively involved in a summer employment program.</li> <li>Stephanie Cameran reported that there will be a Dream It Do It breakfast on August 30<sup>th</sup>.</li> </ul> <table border="1" data-bbox="235 772 1023 982"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>13. Email information regarding Dream It Do It Breakfast to Julie Sorrels to forward to the Committee.</td> <td>Stephanie Cameron</td> </tr> </tbody> </table>	Action Steps	Accountability	12. Send the draft of the Workforce Assessment Report to the Committee members.	Shelley Cadamy	Action Steps	Accountability	13. Email information regarding Dream It Do It Breakfast to Julie Sorrels to forward to the Committee.	Stephanie Cameron	<p><b><u>No Action Necessary</u></b></p>
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14.	<p><b>Adjourn:</b> The meeting was adjourned at 10:17 a.m.</p>	<p><b>Motion to Adjourn:</b> Kuma Roberts  <b>Second:</b> Richard Palazzo  <b>Vote:</b> Approved by Unanimous Vote</p>								

Chairman Signature:  Date: 11/2/17

